

COMMUNITY & LEGISLATIVE SERVICES CONFLICT OF INTEREST CODE

APPENDIX A DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
Deputy Chief	Assists the Mayor, Chief Operating Officer, and the Assistant Chief Operating Officer, as required.	1
Director of Policy	Supervises the Mayor's policy advisors; coordinates City policy personnel within City departments; and is responsible for the development, implementation and presentation of all mayoral policies and priorities. Represents the Mayor, where appropriate, on policy matters.	1
Policy Advisor	Develops and implements the Mayor's policies and priorities for the City. Coordinates presentation of the Mayor's policies to City Council and the public. Assists City Departments in developing, implementing and presenting the Mayor's policies and priorities to the Council and the public. Assists in the coordination of military and veterans affairs. Represents the Mayor, where appropriate, on policy matters.	1
Policy Associate	Coordinates with the Director of Policy and the Policy Advisors on implementing policies and priorities for the City.	1
Assistant Director of Intergovernmental Relations	Responsible for the Mayor's relationships with the State and Federal governments; for supervision of consultants, contractors, and lobbyists; and for monitoring and advocating for City priorities in Sacramento and Washington, D.C. Represents the Mayor, where appropriate, in Intergovernmental matters.	1
Bi-National Affairs Office	Responsible for developing and implementing the Mayor's policies and priorities on Bi- National matters. Represents the Mayor, where appropriate, on Bi- National affairs and coordinates with Bi- National agencies, governments, and entities.	1

Communications Director	Responsible for the Mayor's communication with the public via media.	1
Deputy Press Secretary	Performs City public information duties; prepares and distributes press releases; and acts as liaison with public information officers and the news media.	1
Press Assistant	Assists in performing public information duties, and preparing and distributing press releases; and acts as liaison with public information officers and the news media.	1
Internal Communications Manager	Manages the communication of organizational and operational information to and from City management and employees. Includes the development of communication strategies and coordination of information dissemination via intranet, small or large meetings, memos and e-mails. Assists the Deputy Chief with other coordination or management of Department-wide efforts as assigned.	1
Council Affairs Director	Acts as Chief intermediary for the Mayor's office and City Departments to the City Council. Represents the Mayor at City Council and Committee meetings. Supervises the day-to-day operations of the Council Affairs office, and Citywide docket coordination and management.	1
Council Liaison	Assists the Mayor, Deputy Chiefs, and Director of Council Affairs by acting as a liaison between the Mayor's Office, City Council, and the community.	1
Program Manager	Prepares office budget, and maintains database. Monitors and analyzes all office purchases. Prepares and reviews special projects and assignments. Acts as a liaison between other City Departments.	1
Protocol Director	Manages visits to the Mayor by high-level Dignitaries, diplomats, domestic/international government officials, and celebrities; manages Consular relations; manages military/protocol relations; oversees sister cities; oversees protocol responsibilities at the State of the City Address; and serves as liaison with the International Affairs Board.	1
Cable TV Station Manager	Coordinates, plans, and supervises varied and difficult video projects related to City-wide activities and department needs. Supervises Cable TV staff.	1

Multimedia Production Coordinator	Coordinates, plans, and supervises the production of various multimedia and television productions and projects, including live and remote broadcasts and video editing.	2
Docket Coordinator	Docket Coordinator reviews Requests for City Council Action (1472s), including any supporting documentation, for accuracy; develops and conducts training on preparation of 1472s and Reports to the City Council; and supervises the Assistant Docket Coordinator.	2
Assistant Docket Coordinator	Assists the Director of Council Affairs; assists with preparation of 1472 training courses; performs various back-up responsibilities for the Docket Coordinator as needed; and performs special assignments when necessary.	2
Director of Appointments, Boards & Commissions	Assists the Mayor in the identification and vetting of applicants for appointment, making nominations, and managing the confirmation process and appointee relations. This department manages the City's Boards and Commissions structures; oversees the establishment of new Boards; and manages procedural and bylaw modifications, and related special projects.	1
Director of Community Outreach	Manages the Community Outreach strategy, staff and operations to assist the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building; communicating the Mayor's policies and priorities in geographic neighborhoods and communities of interest; and serving as a representative of the Mayor, where appropriate, on community issues.	1
Community Outreach Representative	Assists the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building. Communicates the Mayor's policies and priorities in geographic neighborhoods and communities of interest and serves as a representative of the Mayor, where appropriate, on community issues.	1
Consultant	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:	3

The Deputy Chief Operating Officer may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Deputy Chief Operating Officer’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Contractor

Sacramento Representation:

Maintains regular contact with the Legislature (with emphasis on our local delegation) and executive agencies of state government; prepares legislation and amendments; presents testimony to legislative committees; and advocates City positions to individual members of the Legislature and state administrative agencies. The Sacramento representation conducts or assists in negotiations with state agencies and identifies grant opportunities. **3**

Contractor

Washington, D.C. Representation:

Maintains regular contact with the Congress (with emphasis on our local delegation) and with all federal executive departments; works with federal agencies in developing administrative regulations beneficial to program activities in the City; and assists in negotiations with federal agencies relating to program funding. The Washington D.C. representation reviews and regularly reports on all federal activity which may impact the City. **3**

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- b. All reportable investments, business positions, and income from sources located in or doing business in the City of San Diego.
- c. All reportable interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.
- d. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- e. All reportable income and gifts from sources located in or doing business with the City.
- f. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2:

- a. Investments and business positions in any business entity located in or doing business with the City.
- b. Income and gifts from sources located in or doing business with the City.
- c. All reportable interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

CATEGORY 3:

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Deputy Chief Operating Officer may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not

required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Deputy Chief Operating Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.